

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Classification and Pay Online Training Program	<b>REFERENCE NUMBER:</b> 2005-041
<b>DATE ISSUED:</b> 10/24/05	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Labor Relations Officers  
Personnel Supervisors  
Personnel Transactions Supervisors  
Department Training Officers**

**FROM:** Department of Personnel Administration  
Policy and Operations Division

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This memorandum is to announce the release of the Department of Personnel Administration's online training program on *Classification and Pay*. This training course is available via Internet access at no cost. It is designed for classification analysts and supervisors or managers dealing with classification and pay issues. While an excellent resource, this course is not as comprehensive as the former State Training Center class. For more detailed information on this subject, please refer to the Classification and Pay Guide.

This training course consists of the following:

- Training course information and overview.
- Course index enabling the viewer to link to any part of the training at any time.
- Four distinct modules focusing on the basic elements of the classification plan, specifications, duty statements and compensation.
- Glossary of common terms in classification and pay.
- Online Course Evaluation Form.
- Printable Certificate of Course Completion.

The course features interactive exercises and a downloadable print function for easy reference and review. Estimated time to complete the course is 30 minutes per module, or two hours to complete all four modules. However, employees can access any of the information at any time for reference purposes.

The content of this course reflects the current laws, rules, policies, and procedures on classification and pay. Internet addresses have been added to enable quick reference to the source law, rule, or policy.

Participants are encouraged to log into and take advantage of this informative new resource where they will find key information at their fingertips. After completing the course, learners can complete and submit the online course evaluation form. Evaluation input is gathered into an electronic database for ongoing course review and improvement.

To access the training course, visit <http://ccelearn.csus.edu/dpa/>.

/s/ Daryll Tsujihara

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